

## **Your Personal Data: Parking Services**

### **What we need**

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, health details, vehicle ownership details etc.

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the General Data Processing Regulation (GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will only be used for:

- Paying a Penalty Charge Notice (PCN)
- Enforcing parking contraventions and other enforcement purposes
- Applying for residential permits
- Purchasing a pay and display ticket
- Appealing against a PCN
- General correspondence
- Bay suspension permits
- Dealing with suspected Abandoned Vehicles

### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so. In processing your data, we may also share it with other organisations in the following circumstances:

- For law enforcement, regulation and licensing, criminal prosecutions, and court proceedings
- for the purposes of prevention and detection of fraud - Partner agencies and other local authorities within West Sussex involved directly in parking management and the Police
- In dealing with appeals against PCN - the Traffic Penalty Tribunal, The Traffic Enforcement Centre, The Courts and enforcement agents and agents providing services to the Borough & District Council in carrying out its role in pursuing unpaid Penalty Charge Notices.

- If we need to share personal data in order to establish, exercise or defend our legal rights (this includes providing personal data to others for the purposes of the prevention and detection of fraud).

### **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data for six years.

### **What are your rights?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data, please email or write to the Data Protection officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information, we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

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To contact our Data Protection Officer, you can email [foi@midsussex.gov.uk](mailto:foi@midsussex.gov.uk) or write to

Data Protection Officer  
Digital & Technology  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath  
RH16 1SS

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